

ER-5-5711

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MAY 21 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Transfer of Position Within Security Office

1. Memorandum of 27 April from the Director of Security (Tab A) requests the transfer of Slot No. T212.59 from the Special Security Division Pool to the Office of the Director of Security. It is also requested that the grade be raised from GS-11 to GS-13.

2. The position is to provide for the handling of special assignments of such high sensitivity that they must be conducted under the immediate supervision of the Director of Security. The duties of the position have been discharged for several months by the detail of an employee of the Security Office from the SSD Pool.

3. The Asst. Director for Personnel has approved the position as indicated by Tab B and the Comptroller has concurred and indicated that the net increase of \$2,420 per annum can be absorbed within funds already budgeted for and available to the Security Office. (Tab C)

4. This request does not involve any increase in the ceiling for the Security Office. Your approval is recommended.

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Chief, Management Staff

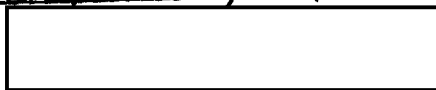
ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Comp.

APPROVED:

Date:

24 May 54



L. K. WHITE

Acting Deputy Director
(Administration)

FOIAB3B

DISTRIBUTION:

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TAB

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STANDARD FORM NO. 64

Cy.#1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 27 April 1954

FROM : Security Office

SUBJECT: Table of Organization

1. The following change in our Table of Organization is requested in order to provide a Special Assistant to the Director of Security, CIA. The transfer and upgrading of SSD Pool slot T212.59 (GS-11) to Office of Director of Security (GS-13).

2. A classification sheet covering this new position has been submitted and discussed with the Classification and Wage Section, Office of Personnel.

3. The requirement of this position has necessitated the assignment of an individual who has been discharging the responsibilities for a period of several months. These responsibilities require certain sensitive research and handling of special assignments for the Security Office, CIA. This research, in many cases, is of such high sensitivity that the conduct of same must be limited. The incumbent must possess a broad knowledge of the domestic and field responsibilities of the Security Office as well as the Agency with respect to methods of operation. He must also be able to condense materials resulting in concise abstracts and summaries upon which recommendations are made.

4. Incumbent operates under direct supervision of the Director of Security.

FOIAB3B

[Redacted Signature Box]
Shirley Edwards
Director of Security

SO/CJK:mhw:(27 Apr '54)

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APR 29 1954

TAB

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MAY 14 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Table of Organization

REFERENCE : Memorandum, dated 27 April 1954,
from the Director of Security to
the Chief, Management Staff

The proposed position of Special Assistant
to the Director of Security is approved as Security
Officer, GS-13.


Harrison G. Reynolds
Assistant Director for Personnel

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Enclosure
Memorandum as referenced.

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MAY 17 1954

TAB

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0380096-8 return

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 17 May 1954

FROM : Chief, Budget Division

SUBJECT: Proposed Revision to the Security
Office Table of Organization

1. Reference is made to Memorandum of 27 April 1954 from the Chief of Security in which is requested one GS-13 position to be established as Special Assistant to the Director of Security.

2. If this request is granted it will result in the abolishment of one GS-11 position from the SSD Pool. This will not effect the overall ceiling of positions or the total of the Table of Organization for the Security Office, but will merely result in a net increase of \$2,420 per annum which can be absorbed within the funds budgeted for and available to the Security Office.



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MAY 17 1954